Naval Sea Systems Command Headquarters

Processing Guide for DD 350's Using Federal Procurement Data System (FPDS) Engine Functionality

February 2003

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1   Introduction

The purpose of this document is to provide guidance on how to create and process DD 350's using Procurement Desktop-Defense (PD^2) and the Fiscal Year 2003 (FY 03) Federal Procurement Data System (FPDS) Engine, v2.1.

The FPDS Engine has been designed to run as an application **external** to PD^2. When the contract specialist/buyer launch the Engine, a new icon will appear in your Windows Taskbar (one for PD^2 and another for the FPDS Engine). The processing of the DD 350 will be completed using this external application, but will be saved within the PD^2 folder where it was created:
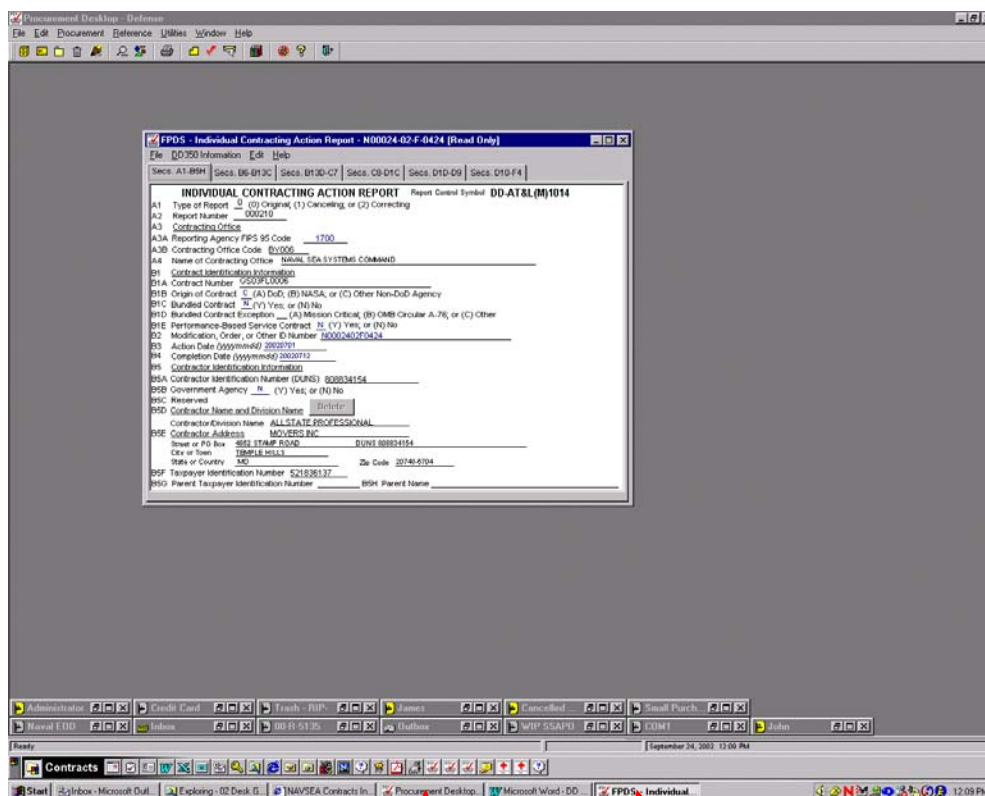
The Engine incorporates the current year Department of Defense (DoD) validation checks. Hence, a properly created and executed DD 350 using the FY 03 FPDS engine will pass validation when the data is fed to PMRS.

Note: DD 350's will be created in PD^2 and "flagged" for electronic transmission to the Navy's Procurement Management Reporting System (PMRS). Manual input of DD 350 data into PMRS is not required. However, if a contract is awarded outside of PD², the contract specialist/buyer should prepare the DD 350 in MACRL.
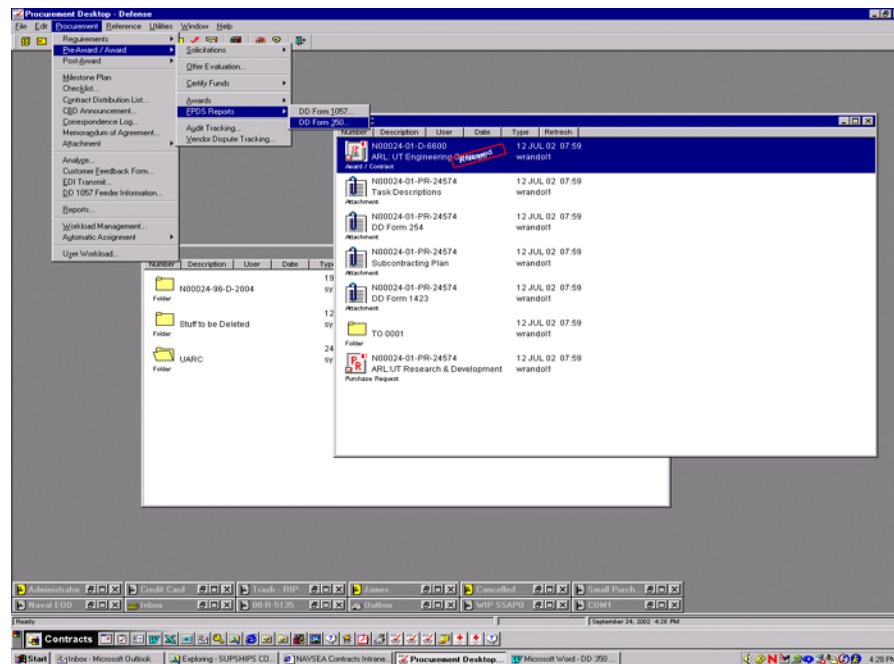

Upon release of each FPDS edit revision and releases of the FPDS Engine, this Guide will be updated to reflect any functionality changes and republished.

2   Creating DD 350's Using the FPDS Engine

2.1   Creating DD 350

2.1.1   Creating a DD 350

To create a DD 350, highlight the released award document and select **Procurement → Pre-Award / Award → FPDS Reports → DD Form 350.**

The contract specialist/buyer will receive a prompt to identify the Fiscal Year (FY).

Note: The current Federal Procurement Data System (FPDS) engine includes formats and edits for both FY 2002 and FY 2003.

Open the drop-down menu and select "2003" for the FY 03 format and edits.

A "Create New DD 350" screen appears:

PD^2 will automatically number the DD 350 based on the last number used. The contract specialist/buyer may over-ride this "recommended" number if needed by deleting the Report Number that appears and manually type in the "correct" Report Number. When complete, click on the "OK" button.

Note: The report number entered will appear in Block A2 of the DD 350. PD^2 will not allow duplicate Report Numbers; so make sure the number entered is correct.

2.1.2 Editing DD 350

The FPDS Engine will "launch" as an application external to PD^2 and the DD 350 will appear as a six (6) tab document.

Note: Data pulls forward and populates the DD 350 from both the award document and the vendor file associated with the award. Data fields that are blank or blue in color can be manually changed/edited. Data fields that are black in color cannot be edited.

Working from "top to bottom" and left (tab) to right (tab), complete all applicable fields in the DD 350.

Note: The contract specialist/buyer can move from one data field to the next on the same tab using the "Tab" key on the keyboard.

2.1.2.1   **Completion of the DD 350 Blocks**

While the majority of blocks are automatically populated, the buyer or contract specialist must manually complete the additional blocks. In completing these blocks, caution must be used to ensure that the applicable codes are entered in order to ensure the document passes validation.

The following discussion identifies some of blocks that may impact on the validation of the DD 350:

- Block B1B – Normally this block should be set to "A". However, for IDC/GSA/FSS orders to non-DoD agencies, set the block to "C". For example, the NASA SWEP contract is a non-DoD IDC contract.

- Block B1E – If the contract value exceeds $100,000 and at least 80% of the contract value is performance based, set the block to "Y".

- ▪ Block B5G – If this field is blank, the information is not in the PD² Vendor Tables. Enter the information manually and report the condition to the NAVSEA SPS System Administrator.

- ▪ B12A thru B12D – If these fields are blank, the information was not entered in the CLIN Line Item Detail fields. The information must be entered manually.

- ▪ B13A – Be specific. Just because an "F" contract type was created, does not mean that it is always an Order under Federal Schedule (6). For example the NASA SWEP contract is a non-DoD Agency IDC that is created as an "F" order. In this case, the correct code is "5", Order under Indefinite-Delivery Contract.


Note: The remainder of B13 blocks are dependent upon the code in block B13A. Make sure that the data entered in blocks B13B-B13G are consistent with the code in block B13A.

- ▪ B15 and B 16– Enter the appropriate code if the FSC/NAICS indicates the award/modification is for Information Technology (IT) supplies or services.

- ▪ C1 and C2 – Validate the default code and edit as necessary.

- ▪ C3 – Validate and edit as necessary. If the award is an order against a Schedule, enter "A".
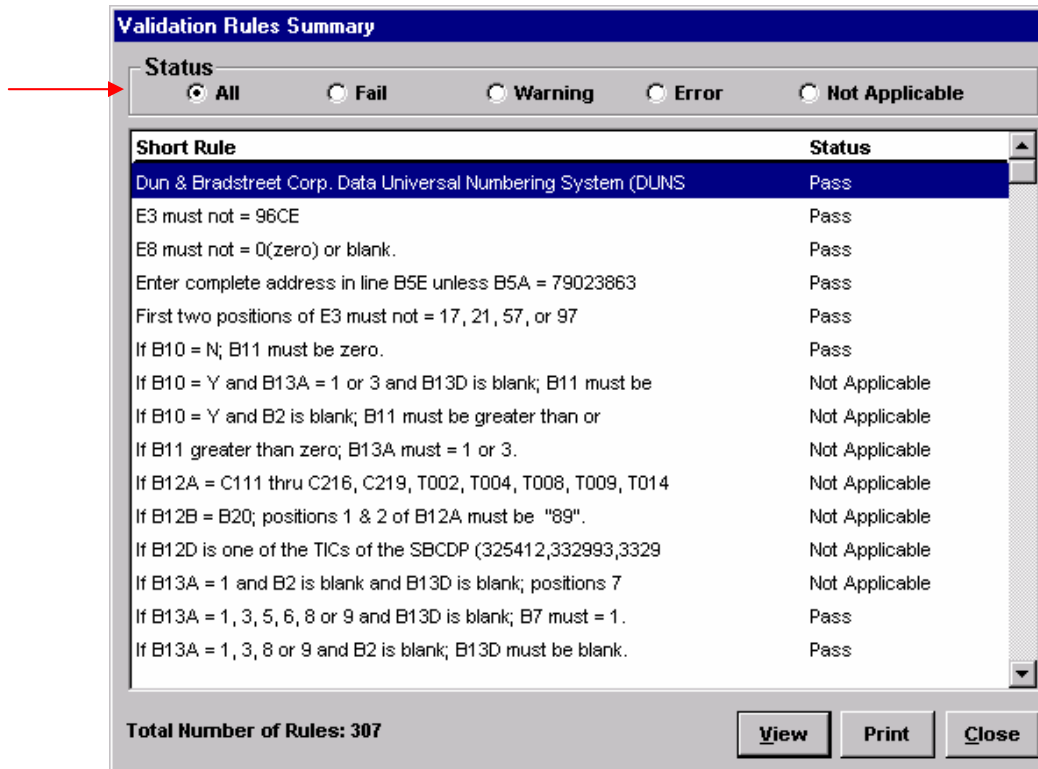

Note: It is the buyer's or contract specialist's responsibility to ensure that the DD 350 is properly completed. Therefore, review each block of the DD 350 to determine whether specific information needs to be entered into the document.

2.2 Validating DD 350's

When the contract specialist/buyer has finished filling out the DD 350, run the Validations by going to **DD 350 Information → Run Validation**.
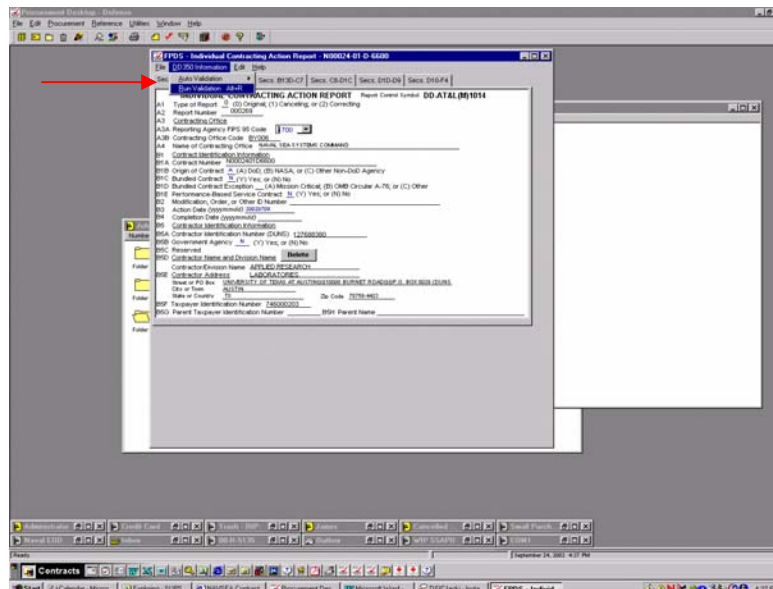
A "Validation Rules Summary" screen will appear with a series of radio buttons (All, Fail, Warning, Error and Not Applicable) across the top:

The contract specialist/buyer can move from screen to screen simply by selecting the appropriate radio button:

Validation Rules Summary

Status
○ All　　● Fail　　○ Warning　　○ Error　　○ Not Applicable

Short Rule	Status
If C13A = A or B; C13B must not be blank.	Fail
If D1A = A, B, L or M; D8 must = B.	Fail
If D1A= B, C, D, F, L, M, T, U, V or Z; D1D must be blank.	Fail
If D9 = Y and D1A = A or B: a) If B12D = 336611 and B12A =	Fail
If D9 = Y; D1A must = A, B, C or D; B12A and/or B12D must be	Fail

Total Number of Failed Rules: 5 　　[View] [Print] [Close]

By selecting the Fail radio button, the contract specialist/buyer will see how many rules, if any, failed validations. In the above example, five (5) rules failed. The contract specialist/buyer can print out detailed information concerning each failed rule by selecting the Print button; in addition, if the contract specialist/buyer highlights any of the given rules and double-clicks on it, they will see detailed information on the rule and why it failed.

Using the validation data, go back and make changes to the DD 350.

When changes have been made, re-run the validations and again review the results. This will be an "iterative" process until all rules either pass validations or are determined to be Not Applicable.

Note:	The "goal" is to get all rules to **NOT FAIL** validation (see below screen shot).
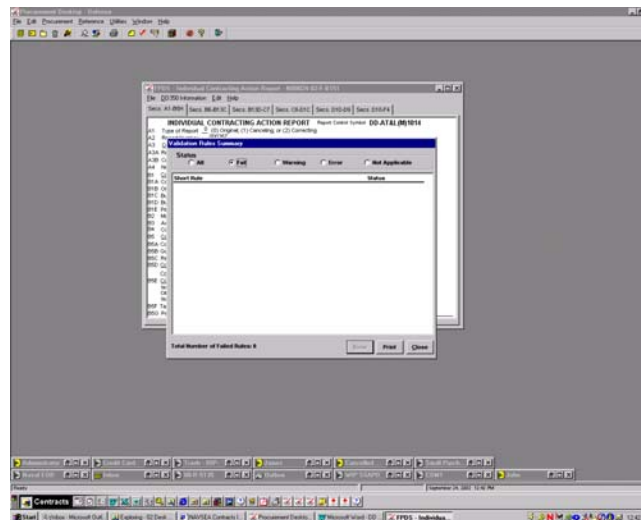
2.3   Signing DD 350's

Note:	No Contracting Officer or Contract Specialist/Buyer will sign a DD 350 until AFTER it has passed all validation checks. **DO NOT TURN OFF THE VALIDATIONS**. Failure of any validation check will result in the DD 350 data being rejected by PMRS. "Fix it" before signing the DD 350. Once the contract specialist/buyer "signs" the PD^2 DD 350, it cannot be "unsigned".
Note:	The name will appear in Block F1 of the DD 350. The "Sign" button activates if the name the contract specialist/buyer selects belongs to the same organizational address as the Issuing Office on the award document AND is the same organizational address identified in that person's PD^2 Procurement Profile.

To Sign the DD 350 click on the "Add" button.:

An Address Search window appears. Search for the name of the person who will sign the DD 350 in the Address Search window. Highlight the name and click on the "Select" button:
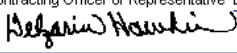
Once the DD 350 is signed, the selected name will appear in Block F1, that person's signature will appear in Block F2 (if a Bitmap signature file is posted to the database). Their telephone number will appear in Block F3 and the date will appear in Block F4.

Note: After the DD 350 is signed (see above screen shot), the "Sign" button becomes "inactive" (or grayed out) and the contract specialist/buyer cannot then delete the signature.

When complete, select **File → Save**, then **File → Close** and the DD 350 icon will appear in the contract file.

Note: The contract specialist/buyer may need to click on the "Refresh" button on the folder menu bar to refresh the view.
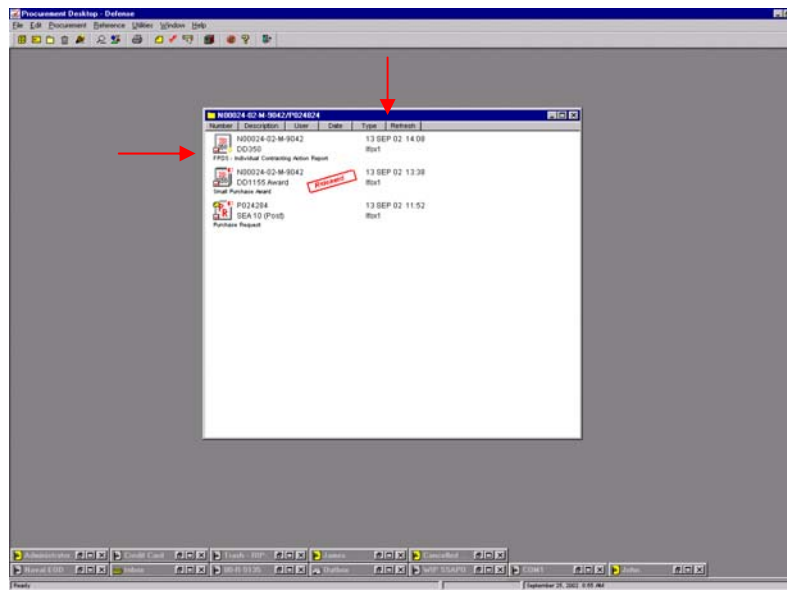
3 "Flagging" the DD 350 for Transmission

Once the DD 350 has passed all validations and has been properly "signed", the DD 350 must be submitted to PMRS. This is accomplished by "flagging" the document for transmission. By "flagging" the DD 350, the data contained in the DD 350 will be converted into "flat file" for submission to PMRS by the NAVSEA PD^2 System Administrator. DD 350 data will no longer need to be manually input into PMRS.

3.1 Approve DD 350

With the DD 350 closed, highlight the DD 350 and click the Approval icon from the toolbar:
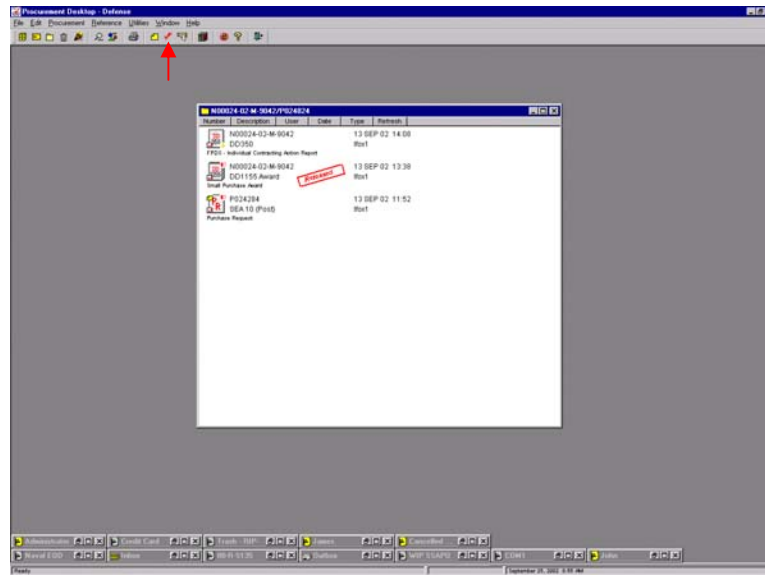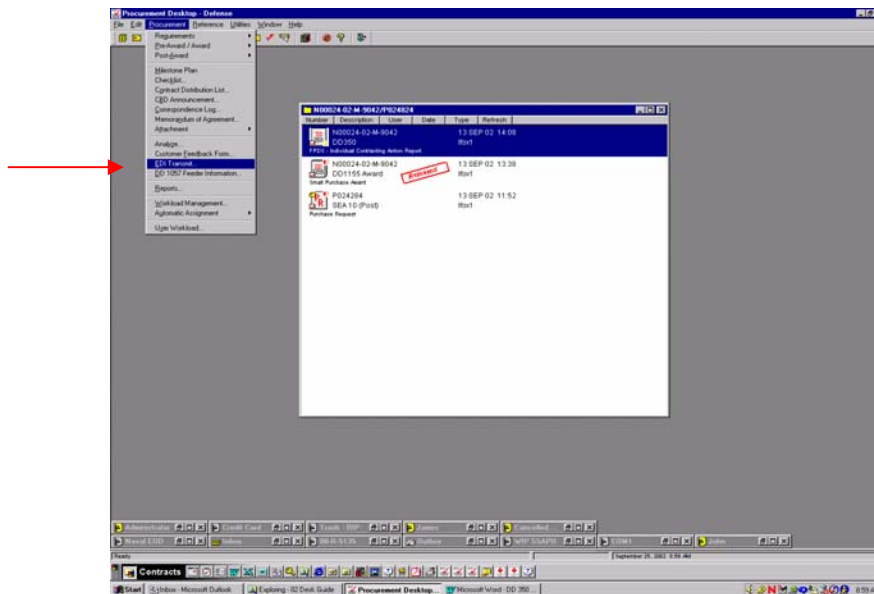

Select the approval template for which the contract specialist/buyer has approval authority (or for which the contract specialist/buyer's supervisor has approval authority):
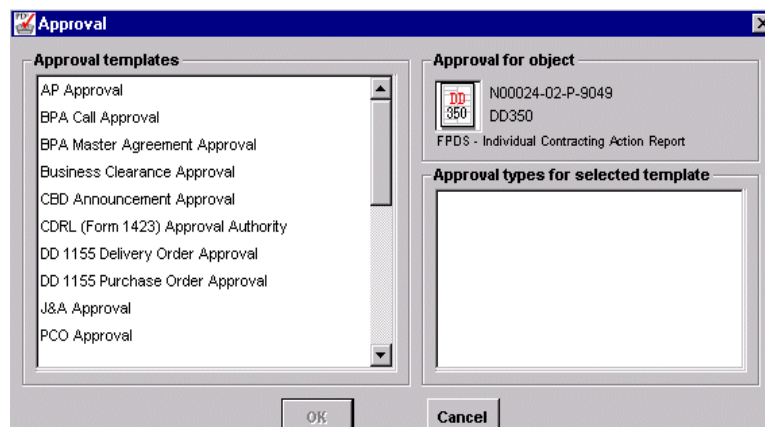

Select the "OK" button and "Approved" from the drop down menu to approve the DD 350:

After clicking on the "OK" button, the DD 350 icon appears as an approved document with the red checkmark:

3.2   Flag DD 350 for Electronic Transmission

If the contract specialist/buyer attempts to "flag" the DD 350 for transmission prior to it being approved, they will receive the following prompt:
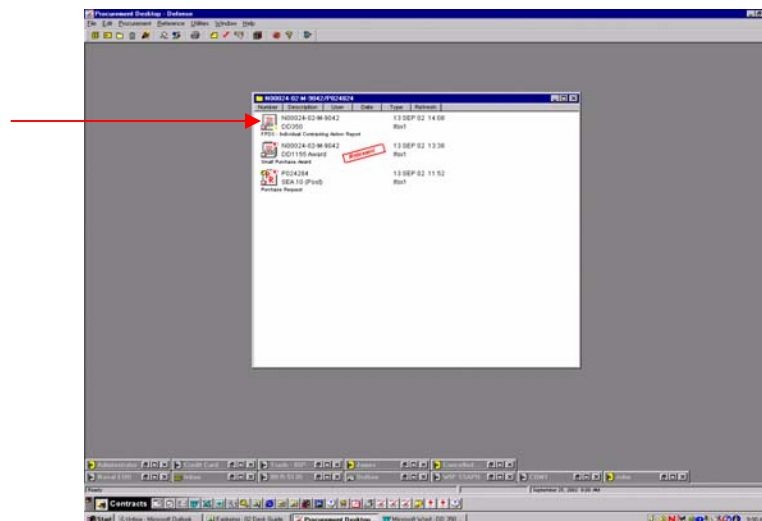
After the DD 350 has been approved, highlight the DD 350 and select **Procurement → EDI Transmit**:

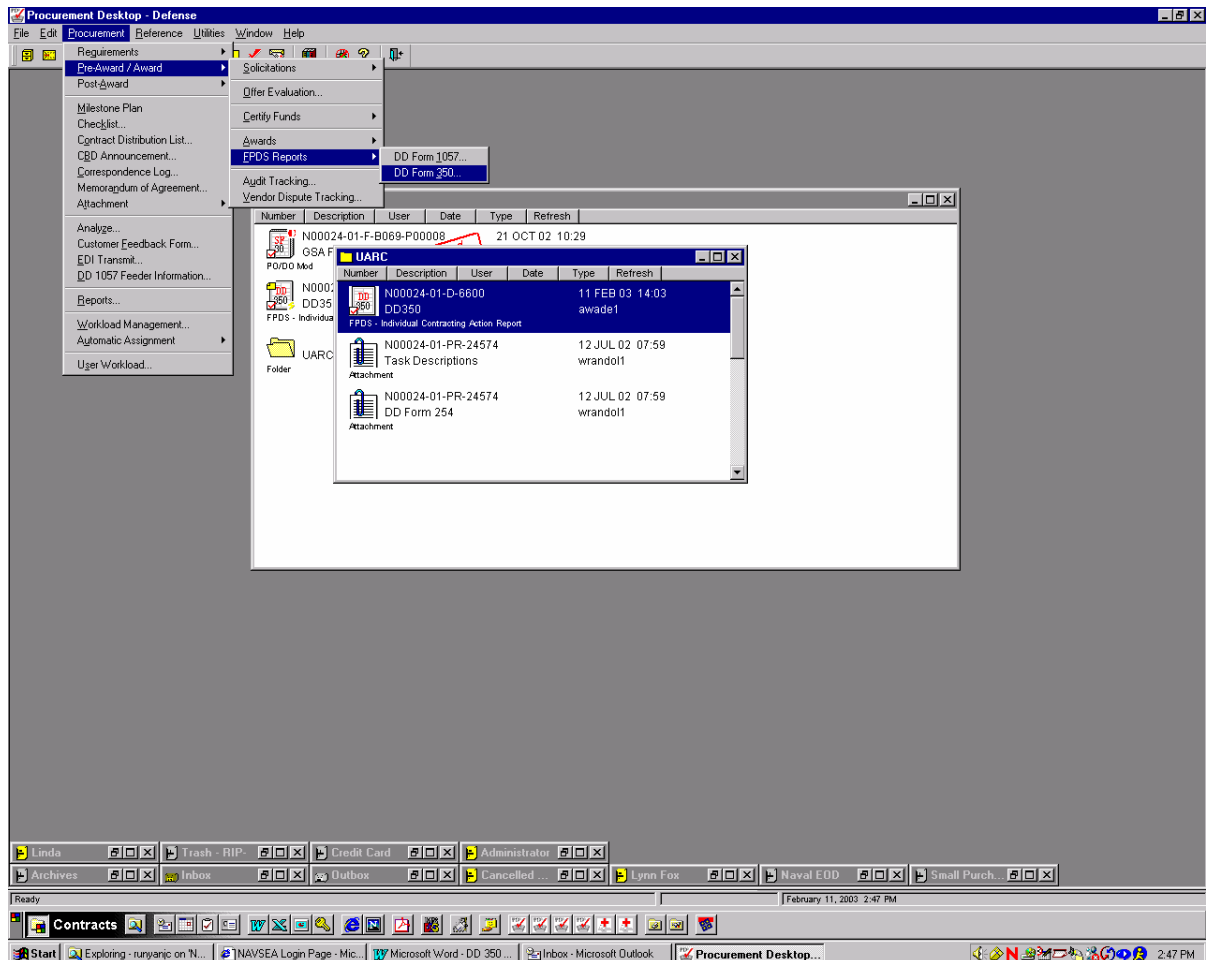When the contract specialist/buyer receives the prompt, click on the "OK" button:
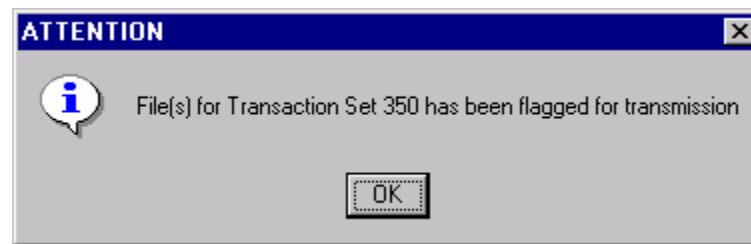
Notice that the DD 350 icon again changes to include a yellow "lightening bolt" in the lower right hand corner of the icon. This indicates that the DD 350 has been successfully flagged for transmission and the task of the Contract Specialist/buyer is complete.

4   Creating a Correcting or Cancelling DD 350

After the original DD 350 has been created, there may be times when that document must be corrected or cancelled.

To create a correcting or cancelling DD 350, highlight the original DD 350 and select **Procurement → Pre-Award / Award → FPDS Reports → DD Form 350.**

The contract specialist/buyer will receive a prompt asking them to identify the Fiscal Year (FY).
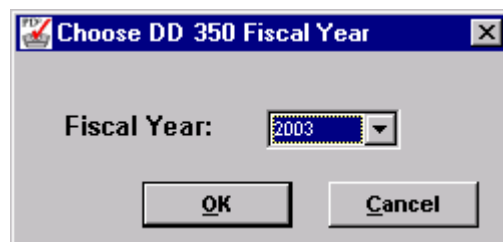
Open the drop-down menu and select the applicable year format and edits.

A "Create New DD 350" screen appears:

Along with numbering the Report automatically, PD² also sets the Report Type to Correcting. If this is a Canceling DD 350, simply change the radio button by clicking on "Canceling". When complete, click on the "OK" button.

Complete the remainder of the DD350 as described in Section 2.1.1, Creating a DD 350, of this document.